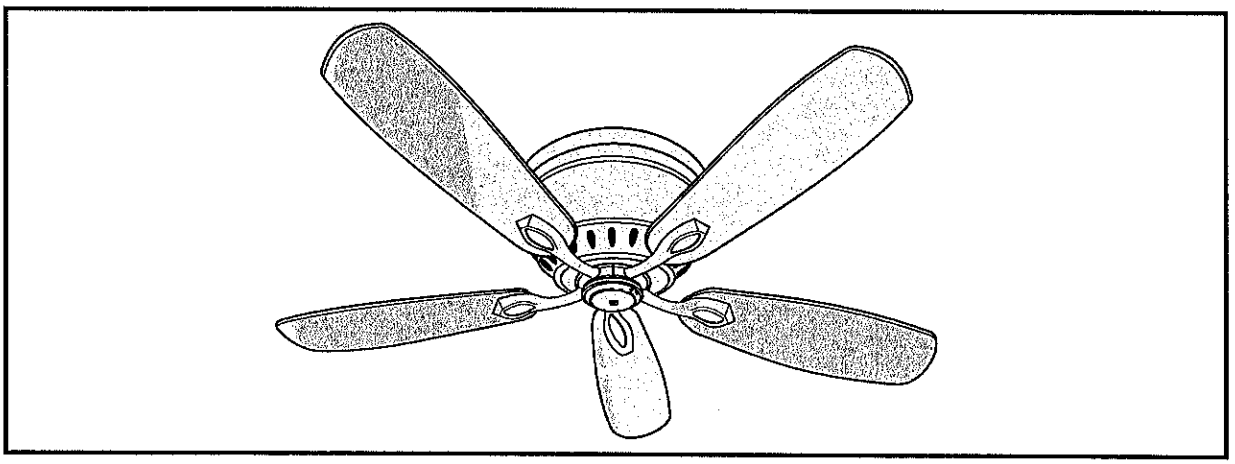
READ AND SAVE THESE INSTRUCTIONS



Ceiling Fan Owner's Manual

Net Weight: 18.3 Lbs.

READ AND SAVE THESE INSTRUCTIONS

Safety Instructions

⚠ WARNING

TO REDUCE THE RISK OF FIRE, ELECTRICAL SHOCK, OR INJURY TO PERSONS, OBSERVE THE FOLLOWING:

a. Use this unit only in a manner intended by the manufacturer. If you have questions, contact the manufacturer.

b. Before servicing or cleaning unit, switch power off at service panel and lock service panel disconnecting means to prevent power from being switched on accidentally. When the service disconnecting means cannot be locked, securely fasten a warning device, such as a tag, to the service panel.

1. Read your owner's manual carefully and keep it for future reference.
2. Be careful of the fan and blades when cleaning, painting, or working near the fan. Always turn off the power to the ceiling fan before servicing.
3. Do not put anything into the fan blades while they are turning.
4. Do not operate reversing switch until fan blades have come to a complete stop.

Additional Safety Instructions for Installation

1. To avoid possible shock, be sure electricity is turned off at the fuse box before wiring, and do not operate fan without blades.
2. All wiring must be in accordance with the National Electrical Code "ANSI/NFPA 70-2014" and Local Electrical Codes. Use the National Electrical Code if Local Codes do not exist. The ceiling fan must be grounded as a precaution against possible electrical shock. Electrical installation should be made or approved by a licensed electrician.
3. The outlet box and joist must be securely mounted and capable of reliably supporting at least 50 pounds. Use only U.L. outlet boxes listed as "Acceptable for Fan Support of 22.7 kg. (50 lbs.) or less", and use the mounting screws provided with the outlet box. Most outlet boxes commonly used for support of light fixtures are not acceptable for fan support and may need to be replaced. Consult a qualified electrician if in doubt.
4. The downrod furnished with the fan provides the minimum recommended floor to fan blade clearance for an 8 foot ceiling.
5. The fan must be mounted with the fan blades at least 7 feet from the floor to prevent accidental contact with the fan blades.
6. Follow the recommended instructions for the proper method of wiring your ceiling fan. If you do not know enough about electrical wiring, have your fan installed by a licensed electrician.

WARNING: To reduce the risk of electrical shock, this fan must be installed with an isolating wall control/switch.

NOTE: This fan is suitable for use with solid-state speed controls.

WARNING: To reduce the risk of fire or electrical shock, this fan should only be used with fan speed control, Model No. SW46 / U.L. Model No. UC9020, manufactured by Rhine Electric Co., Ltd.

WARNING: To avoid fire, shock or injury, do not use an Emerson or any other brand of control not specifically approved for this fan.

WARNING: This product is designed to use only those parts supplied with this product and/or any accessories designated specifically for use this product by Emerson Electric Co. Substitution of parts or accessories not designated for use with this product by Emerson could result in personal injury or property damage.

WARNING: To reduce the risk of personal injury, do not bend the blade flange when installing the blade flanges, balancing the blades or cleaning the fan. Do not insert foreign objects in between rotating fan blades.

NOTE: All setscrews must be checked and re-tightened where necessary before installation.

DATE CODE: _____

The date code of this fan may be found on the box, stamped in ink on a white label. You should record this data above and keep it in a safe place for future use.

1. Unpacking Instructions

⚠ WARNING

Do not install or use fan if any part is damaged or missing

⚠ WARNING

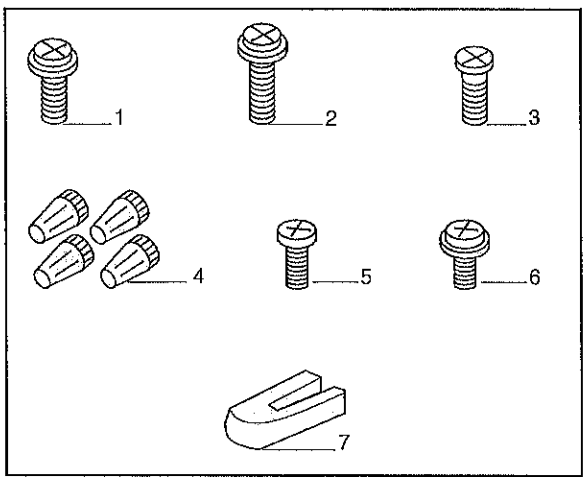
This product is designed to use only those parts supplied with this product and/or any accessories designated specifically for use with this product by Emerson Electric Co. Substitution of parts or accessories not designated for use with this product by Emerson Electric Co. could result in personal injury or property damage.

1. Check to see that you have received the following parts:

NOTE: If you are uncertain of part description, refer to exploded view illustration.

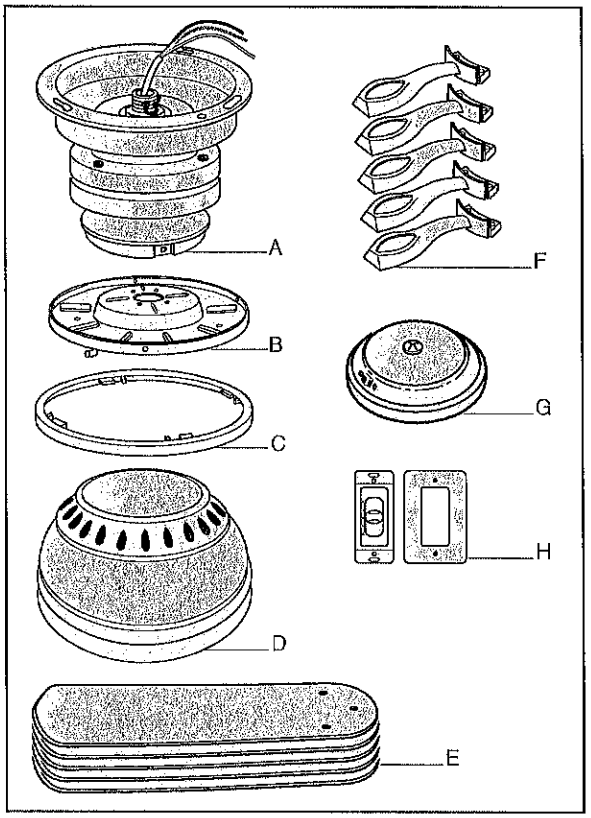
HARDWARE CONTENTS

Part	Description	Quantity
1	#10-24 x 5/16" Washer Head Screws	16
2	1/4-20 x 9/16" Captive Flange Screw with Lockwasher (spare)	1
3	#8-32 x 5/16" Switch Cup Screw (spare)	1
4	Wire Connectors	4
5	#10-24 x 3/8" Pan Head Screw (spare)	1
6	#10-24 x 3/8" Pan Head Screw with Lockwasher (spare)	1
7	Blade Balance Kit	1



PACKAGE CONTENTS

Part	Description	Quantity
A	Fan Motor Assembly	1
B	Ceiling Mount Plate	1
C	Fan Housing Trim Ring	1
D	Fan Housing Cover	1
E	Blade Blades	5
F	Fan Flanges	5
G	Switch Housing Assembly	1
H	4-Speed Slide Wall Control with Hardware	1



NOTE: Place the parts from the loose parts bags in a small container to keep them from being lost. If any parts are missing, contact your local retailer or catalog outlet for replacement before proceeding.

2. Remove the fan assembly from the protective plastic bag. Place the fan assembly into the upper foam pad with the lead wires facing up.

   The upper foam pad serves as a holder for the fan during the first stages of assembly.

1. Unpacking Instructions

This Manual Is Designed to Make it as Easy as Possible for You to Assemble, Install, Operate and Maintain Your Ceiling Fan

Tools Needed for Assembly

One Phillips head screwdriver
One 1/4" blade screwdriver
One stepladder
One wire stripper

Materials

Wiring outlet box and box connectors must be of type required by the local code. The minimum wire would be a 3-conductor (2-wire with ground) of following size:

Installed Wire Length	Wire Size A.W.G.
Up to 50 ft.	14
50-100 ft.	12

⚠ WARNING

Before assembly your ceiling fan, refer to section on proper method of wiring your fan (page 6). If you feel you do not have enough wiring knowledge or experience, have your fan installed by a licensed electrician.

2. Electrical Requirements

Your new ceiling fan will require a grounded electrical supply line of 120 volts AC, 60 Hz, 15 amp circuit.

⚠ WARNING

Turning off wall switch is not sufficient. To avoid possible electrical shock, be sure electricity is turned off at the main fuse box before wiring. All wiring must be in accordance with National and Local codes and the ceiling fan must be properly grounded as a precaution against possible electrical shock.

The ceiling structure must be capable of reliably supporting at least 50 pounds.

CAUTION: To reduce the risk of electrical shock, disconnect the electrical supply circuit before installing the fan, light kit or receiver.

⚠ WARNING

To reduce the risk of fire, electric shock, or personal injury, mount fan to outlet box marked "Acceptable for Fan Support of 22.7 kg. (50 lbs.) or less", and use screws supplied with outlet box. Most outlet boxes commonly used for support of light fixtures are not acceptable for fan support and may need to be replaced. Consult a qualified electrician if in doubt.

If your fan is to replace an existing ceiling light fixture, turn electricity off at the main fuse box at this time and remove the existing light fixture.

Your Emerson ceiling fan comes supplied with a Fan Remote Control which consists of a wall mounted switch which allows you to regulate your ceiling fan speed.

IMPORTANT: Your ceiling fan will not function properly, and may be damaged, if used with any wall dimmer switch or control other than the Emerson Electric Fan/Light Remote Control supplied with the fan.

⚠ WARNING

To avoid fire or shock, follow all wiring instructions carefully.

Any electrical work not described in these instructions should be done or approved by a licensed electrician.

3. How to Hang Your Ceiling Fan

⚠ WARNING

Turning off wall switch is not sufficient. To avoid possible electrical shock, be sure electricity is turned off at the main fuse box before wiring. All wiring must be in accordance with National and Local codes and the ceiling fan must be properly grounded as a precaution against possible electrical shock.

If you feel that you do not have enough electrical wiring knowledge or experience, have your fan installed by a licensed electrician.

⚠ WARNING

The fan must be hung with at least 7' of clearance from floor to blades (Figure 1).

⚠ WARNING

The outlet box and joist must be securely mounted and capable of supporting at least 50 lbs. Use only a U.L. outlet box listed as "Acceptable for Fan Support of 22.7 kg. (50 lbs.) or less".

⚠ WARNING

To reduce the risk of fire, electric shock, or personal injury, mount fan to outlet box marked "Acceptable for Fan Support of 22.7 kg. (50 lbs.) or less", and use screws supplied with outlet box. Most outlet boxes commonly used for support of light fixtures are not acceptable for fan support and may need to be replaced. Consult a qualified electrician if in doubt.

CAUTION: To reduce the risk of electrical shock, disconnect the electrical supply circuit before installing the fan, light kit or receiver.

NOTE: Make all wiring connections using wire connectors (supplied). Make sure that all connections are tight, including ground, and that no bare wire is visible at the wire connectors, except for the round wire.

1. Disconnect electrical power to the branch circuit at the circuit breaker or fuse box before attempting to install the ceiling fan mounting plate on the outlet box.
2. Pull the electrical supply black white, and ground wires through the center opening of the ceiling mounting plate before securing the plate to the outlet box as shown in Figure 2.
3. Position the ceiling mounting plate onto the outlet box and secure using the two outlet box screws, supplied with outlet box (Figure 2).

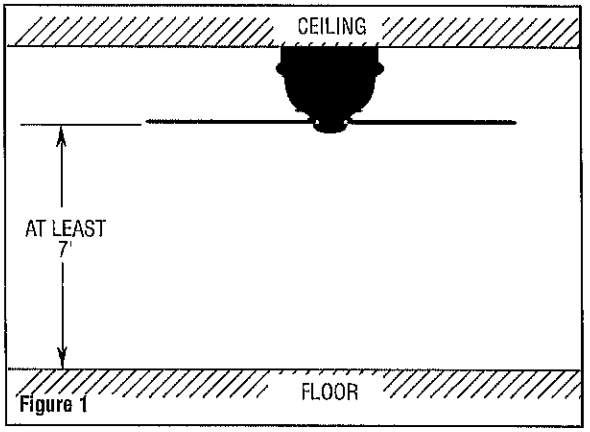


Figure 1

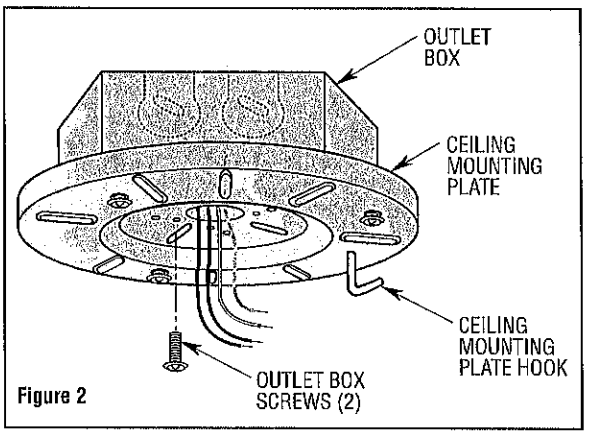


Figure 2

⚠ WARNING

To avoid possible fire or shock, make sure that electrical wires are not pinched between the ceiling mounting plate and the fan motor assembly.

4. How to Wire Your Ceiling Fan

If you feel that you do not have enough electrical wiring knowledge or experience, have your fan installed by a licensed electrician.

1. Temporarily hang the fan motor assembly onto the ceiling mounting plate hook using the radial slot nearest the circular hole (Figure 3).
2. Connect the green grounding wires from the fan motor assembly and the ceiling mounting plate to the supply green grounding conductor (this may be a bare wire or wire with green colored insulation). Securely connect wires with wire connector (supplied).

NOTE: If you are using an Emerson Light Fixture with your fan, see the Light Fixture Owner's Manual for wiring.

3. Connect the fan motor assembly white wire to the supply white (neutral) wire using a supplied wire connector (Figure 4).
4. Securely connect the fan motor black wire to the supply black (hot) wire using wire connector supplied.
5. Cap the blue fan wire with a wire connector if using the supplied wall control. (Figure 4).
6. After connections have been made, turn leads upward and carefully push leads into the outlet box, with the white and green leads on one side of the outlet box and the black and blue leads on the other side of the outlet box.

⚠ WARNING

To avoid risk of fire or shock, check to see that all connections are tight, including ground, and that no bare wire is visible at the wire connectors, except for the ground wire. Do not operate fan until blades are in place. Noise and fan damage could result.

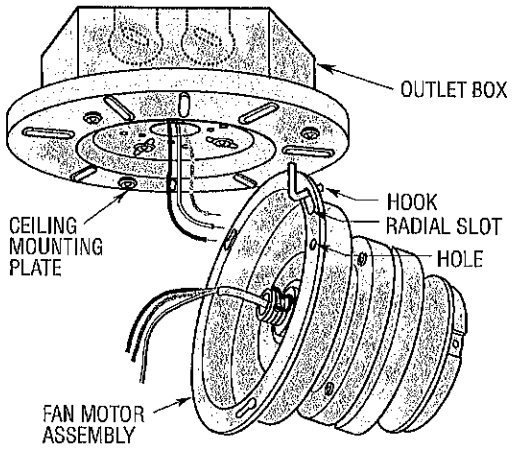


Figure 3

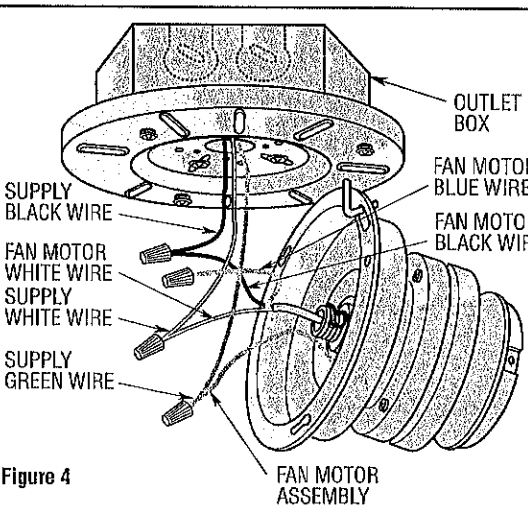


Figure 4

5. Ceiling Fan Assembly

1. Remove the 10-24 x 3/8" pan head screw with lockwasher nearest the hook from the ceiling mounting plate and retain for later use. Loosen the remaining two 10-24 x 3/8" pan head screws several turns.

2. While still attached to the ceiling mounting plate hook, pivot the fan motor assembly upwards and mate it up against the ceiling mounting plate. Align and rotate the motor assembly to engage the two keyhole slots with the two loosened screw heads (Figure 5).

3. Securely tighten both 10-24 x 3/8" pan head screws (Figure 5).

4. Reinstall the previously removed 10-24 x 3/8" pan head screw with lock washer to lock the motor assembly onto the ceiling plate (Figure 5).

5. Loosen two opposing 10-24 x 3/8" pan head screws and remove the two remaining 10-24 x 3/8" pan head screws from the outer rim of the ceiling mounting plate (Figure 6).

6. Slide the fan housing trim ring over the fan housing cover (Figure 7). Be sure to position the flat surface upwards towards the ceiling.

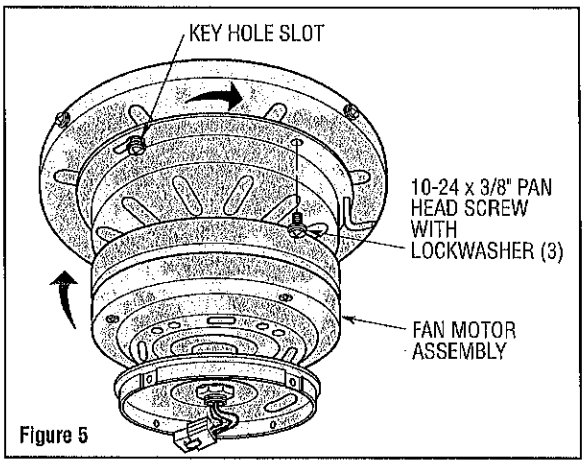


Figure 5

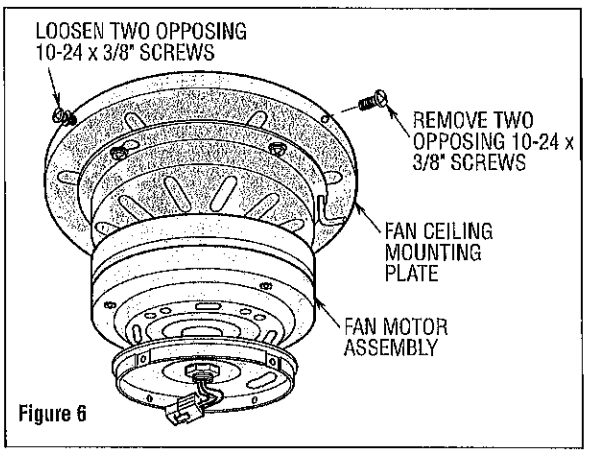


Figure 6

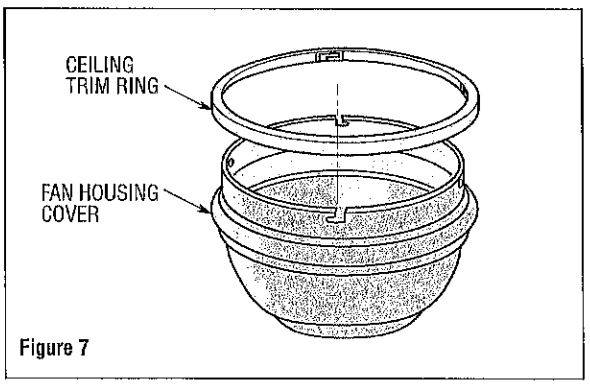


Figure 7

5. Ceiling Fan Assembly (continued)

7. Position the fan housing cover over the fan motor assembly. Align and rotate the housing to engage the two slotted holes of the fan housing cover with the two loosened screws heads in the ceiling mounting plate. Securely tighten both 10-24 x 3/8" pan head screws (Figure 8).

8. Reinstall the previously removed 10-24 x 3/8" pan head screws to lock the housing cover onto the ceiling mounting plate (Figure 8).

9. Push the trim ring upwards and rotate so that it engages and locks onto the four mounting screw heads of the fan housing cover (Figure 9).

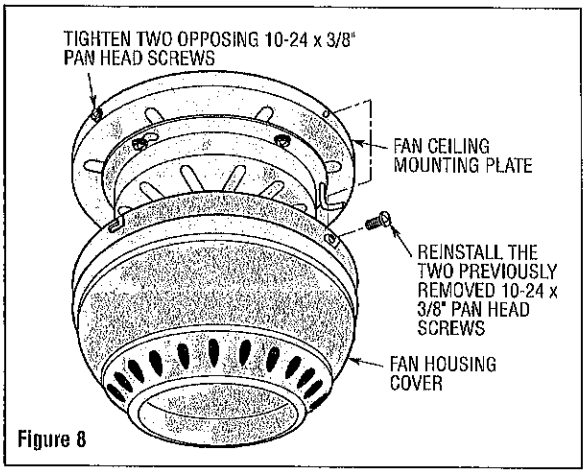
10. Mount the blade flanges to the fan blades using three 10-24 x 5/16" washer head blade screws per blade (supplied) (Figure 10). Repeat for the four remaining blades.

⚠ WARNING

To reduce the risk of personal injury, do not bend the blade flange when installing the blade flanges, balancing the blades or cleaning the fan. Do not insert foreign objects in between rotating fan blades.

11. Attach one blade assembly to the motor using the two 1/4-20 x 9/16" captive flange screws with lockwashers provided for each flange (Figure 11). Make sure the screws are tightened securely. Repeat this procedure for the other four blade assemblies.

NOTE: Take care not to scratch the fan housing when installing the blade assemblies.


TIGHTEN TWO OPPOSING 10-24 x 3/8" PAN HEAD SCREWS
FAN CEILING MOUNTING PLATE
REINSTALL THE TWO PREVIOUSLY REMOVED 10-24 x 3/8" PAN HEAD SCREWS
FAN HOUSING COVER
Figure 8

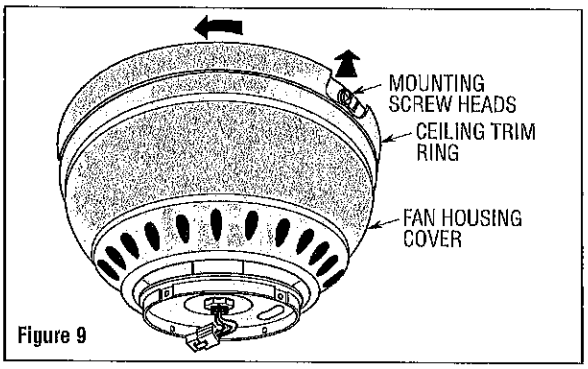


Figure 9

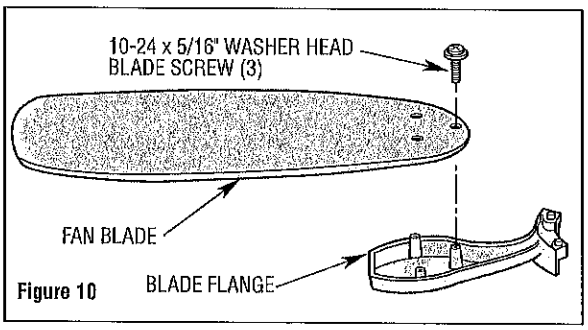
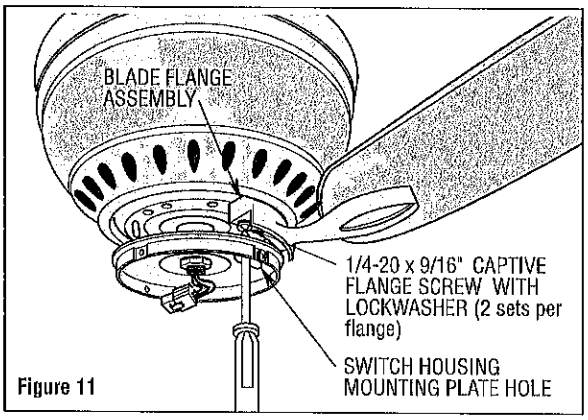


Figure 10


BLADE FLANGE ASSEMBLY
1/4-20 x 9/16" CAPTIVE FLANGE SCREW WITH LOCKWASHER (2 sets per flange)
SWITCH HOUSING MOUNTING PLATE HOLE
Figure 11

5. Ceiling Fan Assembly (continued)

12. Engage the connector of the switch housing assembly with the fan motor assembly connector (Figure 12). The two connectors are keyed and color-coded and must be mated correctly (color-to color) before they can be engaged. Make sure the connector latch closes properly.
13. Remove the four switch housing assembly mounting screws from the switch housing plate and retain for future use (Figure 12).

NOTE: To install an accessory light kit, remove switch housing and make light kit electrical connections to blue and white leads marked "For Light" in the switch housing. Follow light kit instructions for wiring and installation. Then reinstall switch housing as outlined above.

NOTE: The supplied wall control can not be used to control the operation of an accessory light kit. The blue fan wire located on top of the motor assembly must be connected to a second "HOT" supply wire that is not attached to the supplied wall control. See your Emerson dealer for optional remote control options that can control the fan and accessory light kit using a single "HOT" supply wire.

14. Position the switch housing assembly on the switch housing plate and align the holes in the switch housing assembly with the holes in the plate. Secure the switch housing assembly by reinstalling the four screws removed previously (Figure 13).

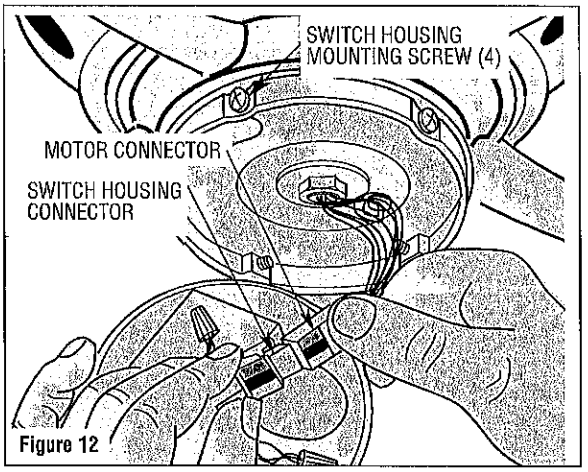


Figure 12

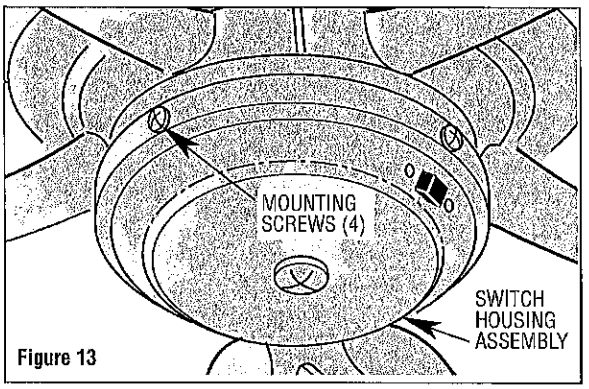


Figure 13

6. Operating Your Ceiling Fan

1. All fans are shipped from the factory with the reversing switch positioned to circulate air downward. If airflow is desired in opposite direction, turn your fan off and wait for the blades to stop turning, then slide the reversing switch to the opposite position, and turn fan on again (Figure 14).
2. The fan blades will turn in the opposite direction and reverse the airflow.
3. You have now completed the assembly of your new ceiling fan.

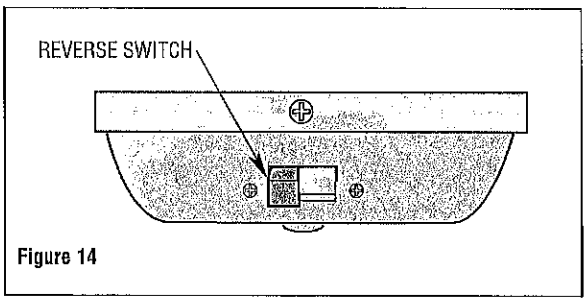


Figure 14

Reverse Switch Information

Season	Rotation Direction	Switch Position
Summer	Counter-Clockwise	Left
Winter	Clockwise	Right

7. Wall Control Installation

This control is designed to operate only one ceiling fan, and not an accessory light kit. This wall control is rated for 1.2 amps at 120 volts.

NOTE: The "0" position is OFF. The four fan speeds are selected by sliding the bar to the other four speed positions ("1", "2", "3" and "4").

⚠ WARNING

Turning off wall switch is not sufficient. To avoid possible electrical shock, be sure electricity is turned off at the main fuse box before wiring. All wiring must be in accordance with National and Local codes and the ceiling fan must be properly grounded as a precaution against possible electrical shock.

⚠ WARNING

To avoid fire or shock, follow all wiring instructions carefully. Any electrical work not described in these instructions should be done or approved by a licensed electrician.

NOTE: Electric connections should be in accordance with the National Electrical Codes and all Local Codes. Before starting, disconnect power to the circuit at the fuse box or circuit breaker panel.

1. Remove the faceplate and screws from the existing wall switch. Pull switch out from wall outlet box.
2. Disconnect wires from existing fan wall switch (Figure 15).
3. Slide the fan control in the OFF position (0).
4. Connect one BLACK wire from the fan control to the fan/motor lead with a wire connector (provided). (Figure 16).
5. Connect the other BLACK wire from the fan control to the 120VAC hot wire with a wire connector (provided).

NOTE: Use wire connectors (supplied) to secure electrical connections.

6. Attach the fan control to the wall outlet box with two 6-32 x 3/4" screws (provided).
7. Position the faceplate (provided) onto the speed control. Using the two 6-32 x 1/4" screws, screw the faceplate and speed control to the wall outlet box (Figure 17).
8. Restore power at the main fuse box or circuit breaker panel.

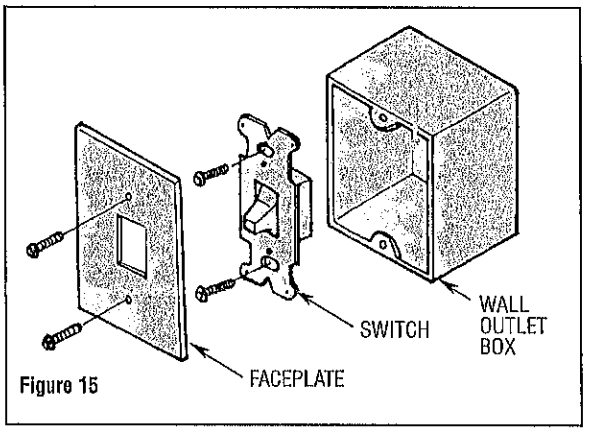


Figure 15

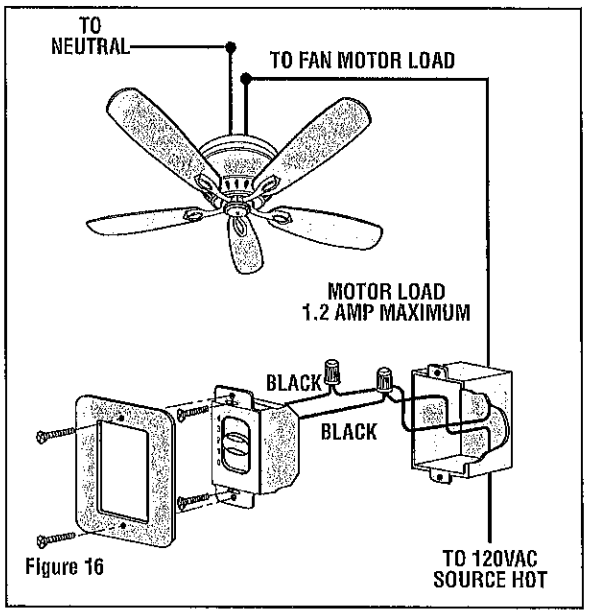


Figure 16

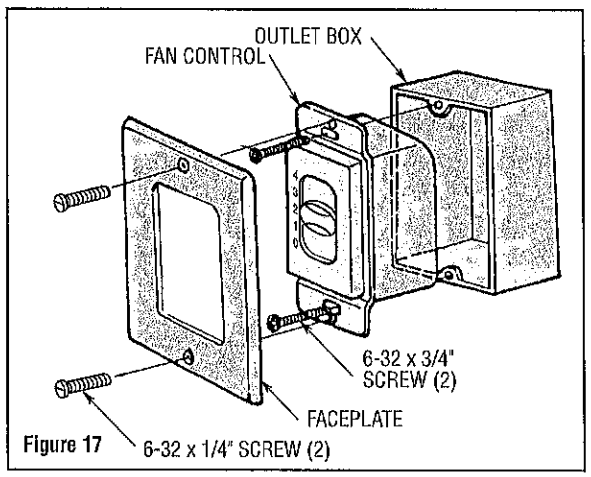


Figure 17

8. Energy Efficient Use of Ceiling Fans

Ceiling fan performance and energy savings rely heavily on the proper installation and use of the ceiling fan. Here are a few tips to ensure quality and product performance.

Choosing the Appropriate Mounting Location. Ceiling fans should be installed, or mounted, in the middle of the room and at least 7 feet above the floor and 18 inches from the walls. If ceiling height allows, install the fan 8 - 9 feet above the floor for optimal airflow. Consult your Emerson Retailer for optional mounting accessories.

Using the Ceiling Fan Year Round. In the summer, use the ceiling fan in the counter-clockwise direction. The airflow produced by the ceiling fan creates a wind-chill effect, making you "feel" cooler. Select a fan speed that provides a comfortable breeze, lower speeds consume less energy. In the winter, reverse the motor and operate the ceiling fan at low speed in the clockwise direction. This produces a gentle updraft, which forces warm air near the ceiling down into the occupied space. Remember to adjust your thermostat when using your ceiling fan - additional energy and dollar savings could be realized with this simple step!

Turn Off When Not In the Room. Ceiling fans cool people, not rooms. If the room is unoccupied, turn off the ceiling fan to save energy.

9. Maintenance

IMPORTANT CARE INSTRUCTIONS for your Ceiling Fan

Periodic cleaning of your new ceiling fan is the only maintenance that is needed.

When cleaning, use only a soft brush or lint free cloth to avoid scratching the finish.

Abrasive cleaning agents are not required and should be avoided to prevent damage to finish.

⚠ WARNING

Do not use water when cleaning your ceiling fan. It could damage the motor or the blades and create the possibility of an electrical shock.

10. Accessories

1. Ceiling Fan Light Kits (see store or catalog).
2. Ceiling Fan/Light Controls (see store or catalog).
3. Ceiling Fan Blades (see store or catalog).

⚠ WARNING

The use of any other control not specifically approved for this fan could result in fire, shock and personal injury.

⚠ WARNING

This product is designed to use only those parts supplied with this product and/or any accessories designated specifically for use with this product by Emerson Electric Co. Substitution of parts or accessories not designated for use with this product by Emerson Electric Co. could result in personal injury or property damage.